

JOB DESCRIPTION – Legislative Fiscal Analyst (J.D. preferred)

JOB TITLE

Legislative Fiscal Analyst

CLOSING DATE

July 5, 2022

SALARY

\$55,000 and up, dependent on level of experience and credentials.

The Louisiana Legislative Fiscal Office is seeking applicants for a vacant fiscal analyst position (Juris Doctor preferred – Bar licensure not required) and seeks to fill the position in the latter half of July, 2022. This position works with state departments/agencies and national organizations, as well as conducting independent research, to gather and analyze fiscal and performance data to provide independent and objective information to the Louisiana Legislature to assist the body in making informed policy decisions.

This position requires frequent and significant compensated overtime during legislative sessions (typically March through June).

SUPERVISION RECEIVED

Direct from a Section Director; General from administrators

SUPERVISION EXERCISED

Infrequent project coordination over peers.

LOCATION OF WORK

18th Floor of the State Capitol

JOB DESCRIPTION

Collaborates with agencies in assigned functional area(s) to prepare a fiscal analysis of potential costs or savings associated with proposed laws and administrative rules. Reviews and analyzes all budget issues within assignment areas. Provides in-depth reviews and analyses of state agency requests for new and on-going programs. These reviews include the study of budget documents, agency studies and documents, audit reports, independent research, and personal contacts with agency personnel (including site visits to agency operations). The analyst works with a goal towards facilitating increased agency effectiveness and efficiency. Undertakes evaluation of agency programs, functions, and organizational structures with supervision from the appropriate section director and the deputy fiscal officer. This position requires the ability to work independently to draft deliverable documents at “final quality” level with minimal senior review.

EXAMPLES OF WORK

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES, NOT ALL POSSIBLE TASKS ARE INCLUDED.

Prepare fiscal notes and fiscal and economic impact statements detailing potential costs or savings impacts associated with proposed legislation and administrative rules respectively.

Appear and testify before legislative committees on matters pertaining to fiscal notes, budgets, and general operations of state agencies.

Review agency budgets and budget adjustment requests in order to make informed recommendations to legislators.

Perform fiscal, budgetary, and legal research and analysis on assigned department budgets and program activities, prepare written and graphical reports, and formulate comparative and historical analyses.

Confer with agency personnel to compile data, review performance, and develop appropriate technical and substantive knowledge of operations.

Monitor agency operations, audits and media reports to maintain situational awareness regarding potential issues requiring legislative awareness or oversight.

Track and maintain budget adjustments and amendments in the office database.

Perform related duties as assigned.

QUALIFICATION REQUIREMENTS

Preferred

The preferred candidate for this opening will possess a Juris Doctor from an accredited school of law with a focused background and training in adult and/or juvenile criminal law. Along with feedback and assistance from appropriate governmental agencies, the candidate will be expected to provide competent review and analysis of the potential fiscal impacts of legislation modifying criminal statutes, as well as the operations of the judicial branch of government. The preferred candidate will have direct experience in criminal procedure, penalties, and post-conviction/adjudication processes, as well as familiarity with: the practices and operations of prosecutors and public defenders, probation and parole, and alternatives to incarceration.

Minimum

Requires a minimum graduate school degree with a concentration in, and/or undergraduate study in, areas such as: public or business administration, statistics, mathematics, accounting,

political science, financial auditing, law, or similar areas. A successful candidate can display independent judgment, innovation, and creative thought when analyzing and reviewing complex subject matters with an ability to find and identify essential information. All candidates must possess excellent English oral and written communication skills and comfort effectively presenting to and liaising with both technical and non-technical stakeholders in public settings.

BENEFITS

Competitive salary (dependent on experience), state defined benefit pension system participation, health plans, paid time off (starting at 12 days annual and 12 days sick leave per year, plus approximately 10 state holidays per year), and available participation in the state's deferred compensation program. This position allows a limited flexible work schedule outside of legislative sessions.

APPLICATION INSTRUCTIONS

To apply, please submit a letter of interest, resume, and completed job application (see below) to Alan Boxberger at boxbergera@legis.la.gov, or contact Alan at 225-342-7233. Applications can be submitted by mail prior to July 5th: Legislative Fiscal Office, ATTN: Job Posting, P.O. Box 44097, Baton Rouge, LA 70804-4097. Failure to provide sufficient evidence of qualifications in your resume may result in a "not qualified" determination.

The employment application can be found on the Legislative Fiscal Office website at <http://lfo.louisiana.gov/employmentapplication>.